Create a New Line

**Note:** The Create New Line function varies slightly depending on if data was loaded via Selection by Package or Selection by BFR. Both set of steps are included in the section with Selection by Package first and then Selection by BFR.

**Create New Line for Data Loaded via Selection by Package**

1. To create a new or additional line for a Fund and Commitment Item (G/L Account) combination and enter a Projection amount, click on the **Create New Line** button.

In the resulting Create New Line window (Selection by Package):

2. In the **Fund** field, either type in the seven-digit fund for the new item or use the **Drop-down** and select the fund from the resulting list.
3. In the **Cmmt Itm (G/L Acct)** field, *either* type in the **six-digit Commitment Item** or use the **Drop-down** and select the item from the resulting list.

4. In the Fall or Spring Projection field:
   - *Enter* either the amount of the new line item or use the **Calculator** **Drop-down**, which functions as a calculator.
   - *Once* the amount is entered in the field, press **Enter** to verify all input fields at once and activate the **OK** button if all are valid and the G/L does not require an offset (see next step).

5. If a Commitment Item (G/L Account) is used that needs an appropriation Transfer/Offset, press **Enter** per the step above to enable the Transfer/Offset field and enter the offsetting cost object / fund.

6. Click **OK** (skip next two pages on how to Create New Line if data loaded via Selection by BFR).
1. To create a new or additional line for a Fund and Commitment Item (G/L Account) combination and enter a Projection amount, click on the Create New Line button.

In the resulting Create New Line window (Selection by BFR):

2. REQUIRED: In the Budget Package field, either type the package number if known and press Enter to activate the Fund field OR use the Drop-down button if not known and select (pressing Enter is not needed).
3. In the **Fund** field, **either** type in the **seven-digit fund** for the new item or use the **Drop-down** and select the fund from the resulting list.

4. In the **Cmmt Itm (G/L Acct)** field, **either** type in the **six-digit Commitment Item** or use the **Drop-down** and select the item from the resulting list.

5. In the Fall or Spring Projection field:
   - Enter **either** the amount of the new line item or use the **Calculator Drop-down**, which functions as a calculator.
   - Once the amount is entered in the field, press **Enter** to edit all input fields at once and activate the **OK** button if all are valid and the G/L does not require an offset (see next step).

6. If a Commitment Item (G/L Account) is used that needs an appropriation Transfer/Offset, press **Enter** per the step above to enable the Transfer/Offset field and enter the offsetting cost object / fund.

7. Click **OK**.
Once the new line is created (applies to both Selection by Package and by BFR):

1. Review the new line item and verify the following:
   - If a new Fund and Commitment Item (G/L Account) combination was added, the number in the Line Item (LI) column shows 1.
   - If an existing Fund and Commitment Item (G/L Account) combination was added, the Line Item (LI) column shows 2, 3, etc.
   - The added line item displays the Fall or Spring Projection amount.

2. Periodically, and certainly before exiting the layout, click the **Save** button to save the revised data (see Saving and Exiting Projections).